



**SACHI A. HAMAI**  
EXECUTIVE OFFICER

## **COUNTY OF LOS ANGELES BOARD OF SUPERVISORS**

KENNETH HAHN HALL OF ADMINISTRATION  
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MEMBERS OF THE BOARD

GLORIA MOLINA

MARK RIDLEY-THOMAS

ZEV YAROSLAVSKY

DON KNABE

MICHAEL D. ANTONOVICH

June 06, 2012

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

### **CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)**

#### **SUBJECT**

ADOPTION OF CONFLICT OF INTEREST AND DISCLOSURE CODE

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the Conflict of Interest and Disclosure Codes for the Whittier Area Liability and Property Self-Insurance Authority; Palmdale School District; Pasadena Unified School District; and Westside Cities Council of Governments to be effective the day following your Board's approval.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

### **Implementation of Strategic Plan Goals**

Approval of the attached codes broadly supports the County Strategic Goal of Operational Effectiveness.

The proposed Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

### **FISCAL IMPACT/FINANCING**

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The code review staff recommends that your Board approve the Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

#### **NEW AGENCY:**

(Whittier Area Liability and Property Self-Insurance Authority)

- This entity has adopted by reference Regulation 18730 (2 California Code of Regulations, Sections 18730) as its Conflict of Interest Code and have adopted the County's Model Disclosure Categories.
- The entity has designated the following positions as code filers: Members of the Board; Alternate Members of the Board; JPA Manager; and Consultant.

#### **SUBSTANTIVE CHANGES:**

(Palmdale School District)

- Removes footnote and reference in Exhibit "B".

(Pasadena Unified School District)

- Adds a disclosure category to Exhibit "A", which captures Charter School Entities.
- Renumbers an existing disclosure category.
- Adds Charter School Board Member and Charter School Entity to the code.

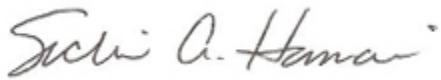
(Westside Cities Council of Governments)

- Amends the Incorporation Page to reflect the Executive Director, or designee as the filing officer.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Sachi A. Hamai". The signature is written in a cursive, flowing style.

SACHI A. HAMAI

Executive Officer, Board of Supervisors

SAH:DG:kw

Enclosures

c: Chief Executive Officer  
County Counsel

Conflict of Interest Code  
of the

**WHITTIER AREA LIABILITY AND PROPERTY  
SELF – INSURANCE AUTHORITY (WALPSIA)**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section  
18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Members of the Board, Alternate Members of the Board and the JPA Manager and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

**WHITTIER AREA LIABILITY AND PROPERTY  
SELF – INSURANCE AUTHORITY (WALPSIA)**

**EXHIBIT "A"**

**CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

**CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

**CATEGORY 3**

Persons in this category shall disclose all income and business positions.

**CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

**CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

**WHITTIER AREA LIABILITY AND PROPERTY  
SELF – INSURANCE AUTHORITY (WALPSIA)**

**EXHIBIT “B”**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board	1, 2, 3
Alternate Members of the Board	1, 2, 3
JPA Manager	1, 2, 3
Consultant	5

**EFFECTIVE:**

Conflict of Interest Code  
of the

**PALMDALE SCHOOL DISTRICT**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its School Board Members, and its Superintendent, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

# **PALMDALE SCHOOL DISTRICT**

## **EXHIBIT "A"**

### **CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

### **CATEGORY 3**

Persons in this category shall disclose all income and business positions.

### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

### **CATEGORY 5**

Persons in this category, are those who perform under a charter school agreement, authorized by the Palmdale School District the duties of any position similar to that of any designated position on Palmdale School District's Conflict of Interest Code and shall be required to file Statements of Economic Interest disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under an agreement with the charter school, participate in decisions by providing information, advice, recommendations to his or her charter school(s) which could affect financial interests shall be required to file Statements of Economic Interests. The level of disclosure shall be as determined by the Superintendent (or designee).

## **PALMDALE SCHOOL DISTRICT**

### **EXHIBIT "A"**

#### **CATEGORY 6**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

## **PALMDALE SCHOOL DISTRICT**

### **EXHIBIT "B"**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, School Board	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent Special Education & Student Services	2, 3
Assistant Superintendent, Educational Services	4
Assistant Superintendent, Personnel Services	2, 3
Chief Business Officer	1, 2, 3
Chief Leadership Officer	2, 3
Director	4
Director, Human Resources	2, 3
Management Information Systems Administrator	4
Maintenance and Operations Administrator	1, 4
Assistant Director-Maintenance and Operations	4
Warehouse/Purchasing Supervisor	4
Charter School Board Member	1, 2, 3
Charter School Entity	5
Consultants	6

**EFFECTIVE:**

**CONFLICT OF INTEREST CODE**  
**OF THE**

**PASADENA UNIFIED SCHOOL DISTRICT**

**Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,  
Section 18730) by Reference**

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, is hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

**Place of Filing of Statements of Economic Interests**

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, and Superintendent and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

# **PASADENA UNIFIED SCHOOL DISTRICT**

## **EXHIBIT "A"**

### **CATEGORY 1**

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

### **CATEGORY 3**

Persons in this category shall disclose all income and business positions.

### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

### **CATEGORY 5**

Persons in this category are those who perform under a charter agreement the duties of any position similar to that of any designated position on Pasadena Unified School District's Conflict of Interest Code and shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under a charter agreement, participate in decisions by providing information, advice, recommendations to his or her charter school(s) which could affect financial interests shall be required to file Statements of Economic Interests. The level of disclosure shall be as determined by the Superintendent (or designee).

## **PASADENA UNIFIED SCHOOL DISTRICT**

### **EXHIBIT "A" (Cont'd)**

#### **CATEGORY 6**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

## **EXHIBIT "B"**

### **PASADENA UNIFIED SCHOOL DISTRICT**

#### **Designated Positions**

#### **Disclosure Categories**

Superintendent of Schools	1, 2, 3
Chief, Human Resources	2, 3
Chief, Finance and Operations	1, 2, 3
Chief, Facilities Planning, Construction, Maintenance and Operations	1, 2, 3
Chief of Technology	4
Chief, Academics	4
Executive Director, Elementary	4
Executive Director, Secondary	4
Executive Director, Special Education	2, 3
Personnel Commissioners	2, 3
Director, Personnel Commission	2, 3
Director, Human Resources	2, 3
Director, Accounting and Payroll	4
Director, Facilities and Operations	1, 4
Director, Food Services	4
Administrator, Procurement and Contracts	4

## EXHIBIT "B"

### PASADENA UNIFIED SCHOOL DISTRICT (CONT'D)

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Director, Accountability	4
Director, Budgeting	4
Administrator, Child Nutrition	4
Director, Child Welfare, Attendance & Safety	4
Charter School Board Member	1, 2, 3
Charter School Entity	5
Consultants	6

#### **Public Officials Who Manage Public Investments**

It has been determined that the positions listed below manage public investments and will file a statement of Economic Interests pursuant to Government Code Section 87200 et seq.

Member, Pasadena Board of Education

**EFFECTIVE:**

Conflict of Interest Code  
Of the

**WESTSIDE CITIES COUNCIL OF GOVERNMENTS (WSCCOG)**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,  
Section 18730) by Reference

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Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the Executive Director, or his or her designee. The Executive Director, or his or her designee, shall make and retain a copy of all statements filed by its Governing Board Members, Alternate Board Members, as appropriate, and its Executive Director and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

Conflict of Interest Code  
Of the

**WESTSIDE CITIES COUNCIL OF GOVERNMENTS**

**EXHIBIT "A"**

**CATEGORY 1**

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**CATEGORY 3**

Persons in this category shall disclose all income and business positions.

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**CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

Conflict of Interest Code  
Of the

**WESTSIDE CITIES COUNCIL OF GOVERNMENTS**

**EXHIBIT "B"**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Governing Board Member	1, 2, 3
Alternate Governing Board Member	1, 2, 3
Executive Director	1, 2, 3
General Counsel	1, 2, 3
Treasurer	2, 3
Consultants	5

**EFFECTIVE:**